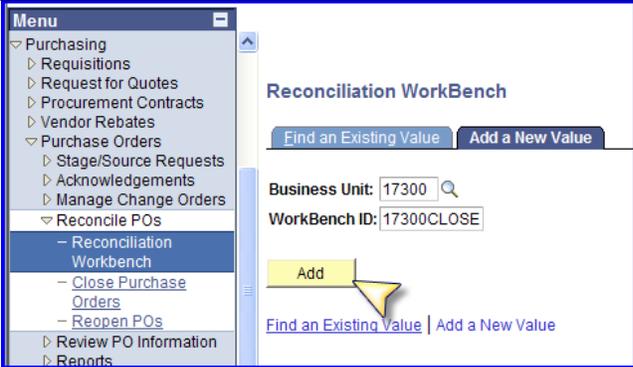


Date Created:	March 30, 2011
Version:	1.3
Last Updated Date:	December 17, 2012
<p>Purchase Orders meeting certain criteria are closed during the Monthly PO Close batch process on the weekend after the first business day of the month. However, an agency may have a need to close a PO before it would qualify for the Monthly PO Close process. Closing POs will liquidate outstanding encumbrance balances. It will also reduce the number of results returned when searching for a PO(s) to update, improving search efficiency. Users with the Buying Administrator role may close POs.</p>	
NOTE (1):	Closed POs may be re-opened, provided they were not previously 'Canceled' and available budget exists. Log a Help Desk ticket, using the title "Reopen PO" to request a PO be reopened
Manually Closing Purchase Order(s)	
1.1	<p>Navigation: Purchasing > Purchase Orders > Reconcile POs > Reconciliation Workbench</p>
1.2	<p>A Workbench ID will need to be created by selecting the "Add a New Value" tab, enter a Workbench ID and select the "Add" button:</p> 
NOTE (2):	Once the WorkBench ID has been created, this ID can be used for subsequent closure activity by clicking the 'Find an Existing Value' tab, selecting the "Search" Button and selecting the "WorkBench ID" that was created. Selecting the "WorkBench ID" will take you to the "Reconciliation WorkBench – Filter Options" page.

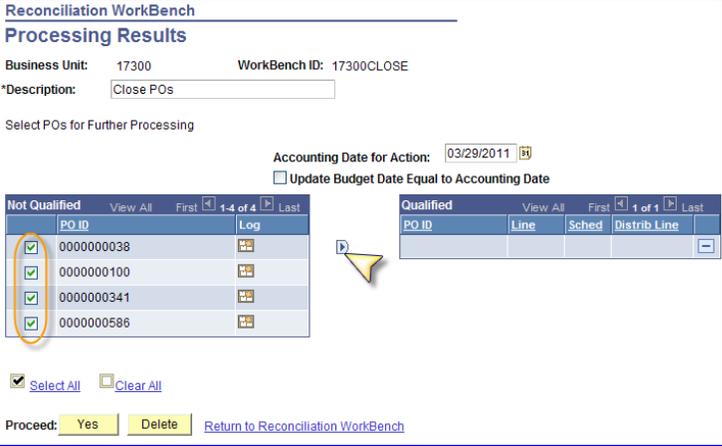
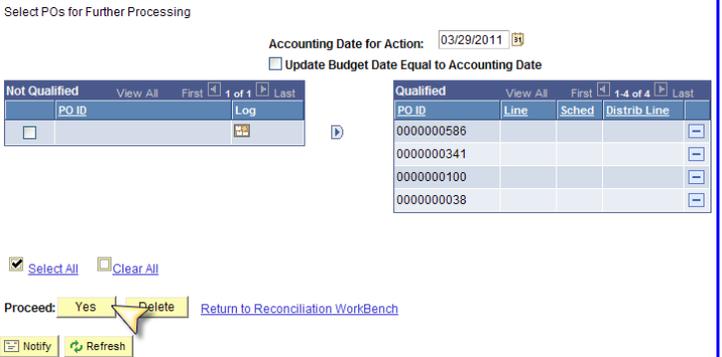
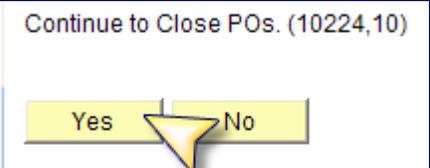
1.3 The 'Filter Options' page provides several methods to search for POs, such as range of PO ID numbers, Vendor ID, or Buyer. Searches may also be conducted based on PO status. For example users may want to select POs that have been 'Fully Received' and have an 'Open Encumbrance', see below.

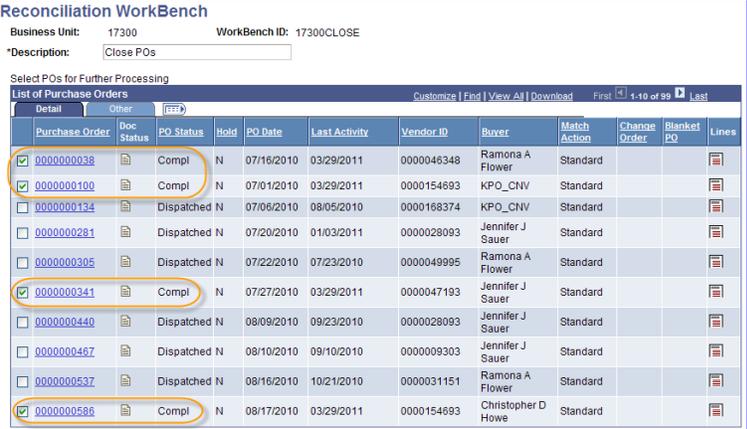
1.4 If the user has a specific PO or range of POs to close, then only the PO ID or range of PO IDs need to be inserted into the Search Criteria.

1.5 Search results are displayed on a new page. POs may be individually selected or with the "Select All" link. Once the desired POs are selected, enter a 'Description' near top of page and click the 'Close' button, see below.

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0000000038		Dispatched	N	07/16/2010	03/11/2011	0000048348	Ramona A Flower	Standard			
<input checked="" type="checkbox"/> 0000000100		Dispatched	N	07/01/2010	12/16/2010	0000154693	KPO_CNV	Standard			
<input type="checkbox"/> 0000000134		Dispatched	N	07/06/2010	08/05/2010	0000168374	KPO_CNV	Standard			
<input type="checkbox"/> 0000000281		Dispatched	N	07/20/2010	01/03/2011	0000028093	Jennifer J Sauer	Standard			
<input type="checkbox"/> 0000000305		Dispatched	N	07/22/2010	07/23/2010	0000049995	Ramona A Flower	Standard			
<input checked="" type="checkbox"/> 0000000341		Dispatched	N	07/27/2010	02/21/2011	0000047193	Jennifer J Sauer	Standard			
<input type="checkbox"/> 0000000440		Dispatched	N	08/09/2010	09/23/2010	0000028093	Jennifer J Sauer	Standard			
<input type="checkbox"/> 0000000467		Dispatched	N	08/10/2010	09/10/2010	0000009303	Jennifer J Sauer	Standard			
<input type="checkbox"/> 0000000537		Dispatched	N	08/16/2010	10/21/2010	0000031151	Ramona A Flower	Standard			
<input checked="" type="checkbox"/> 0000000586		Dispatched	N	08/17/2010	02/07/2011	0000154693	Christopher D Howe	Standard			

NOTE (3): The system may "Process" the request for several seconds.

<p>1.6</p>	<p>Any POs that meet the system criteria for closure will appear in the “Qualified” box (on right). Others not meeting system criteria, such as not being 90 days since last activity date, will appear under the “Not Qualified” box. These POs may be manually moved to the “Qualified” box by selecting the desired POs, then clicking the arrow icon between the boxes.</p>	 <p>Reconciliation WorkBench Processing Results Business Unit: 17300 WorkBench ID: 17300CLOSE *Description: Close POs Select POs for Further Processing Accounting Date for Action: 03/29/2011 <input type="checkbox"/> Update Budget Date Equal to Accounting Date</p> <table border="1"> <thead> <tr> <th colspan="3">Not Qualified</th> <th colspan="4">Qualified</th> </tr> <tr> <th>PO ID</th> <th>View All</th> <th>Log</th> <th>PO ID</th> <th>Line</th> <th>Sched</th> <th>Distrib Line</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> 0000000038</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> 0000000100</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> 0000000341</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> 0000000586</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All Proceed: <input type="button" value="Yes"/> <input type="button" value="Delete"/> Return to Reconciliation WorkBench</p>	Not Qualified			Qualified				PO ID	View All	Log	PO ID	Line	Sched	Distrib Line	<input checked="" type="checkbox"/> 0000000038							<input checked="" type="checkbox"/> 0000000100							<input checked="" type="checkbox"/> 0000000341							<input checked="" type="checkbox"/> 0000000586						
Not Qualified			Qualified																																									
PO ID	View All	Log	PO ID	Line	Sched	Distrib Line																																						
<input checked="" type="checkbox"/> 0000000038																																												
<input checked="" type="checkbox"/> 0000000100																																												
<input checked="" type="checkbox"/> 0000000341																																												
<input checked="" type="checkbox"/> 0000000586																																												
<p>1.7</p>	<p>After clicking the arrow icon, POs will now be located in the “Qualified” box. Click the “Yes” button to proceed with closing the POs, see below.</p>	 <p>Select POs for Further Processing Accounting Date for Action: 03/29/2011 <input type="checkbox"/> Update Budget Date Equal to Accounting Date</p> <table border="1"> <thead> <tr> <th colspan="3">Not Qualified</th> <th colspan="4">Qualified</th> </tr> <tr> <th>PO ID</th> <th>View All</th> <th>Log</th> <th>PO ID</th> <th>Line</th> <th>Sched</th> <th>Distrib Line</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>0000000586</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>0000000341</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>0000000100</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>0000000038</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All Proceed: <input type="button" value="Yes"/> <input type="button" value="Delete"/> Return to Reconciliation WorkBench <input type="button" value="Notify"/> <input type="button" value="Refresh"/></p>	Not Qualified			Qualified				PO ID	View All	Log	PO ID	Line	Sched	Distrib Line	<input type="checkbox"/>			0000000586							0000000341							0000000100							0000000038			
Not Qualified			Qualified																																									
PO ID	View All	Log	PO ID	Line	Sched	Distrib Line																																						
<input type="checkbox"/>			0000000586																																									
			0000000341																																									
			0000000100																																									
			0000000038																																									
<p>NOTE (4):</p>		<p>Users should LEAVE the Accounting Date as the defaulted date. Do NOT check the “Update Budget Date Equal to Accounting Date” as this could cause budget check errors especially when closing a previous fiscal year PO.</p>																																										
<p>1.8</p>	<p>A new screen will appear, click ‘Yes’ to continue with closing POs.</p>	 <p>Continue to Close POs. (10224,10) <input type="button" value="Yes"/> <input type="button" value="No"/></p>																																										

1.9	The system may process for several seconds. When complete, the user is returned to the selection page.	 <p>Reconciliation WorkBench Business Unit: 17300 WorkBench ID: 17300CLOSE *Description: Close POs</p> <p>Select POs for Further Processing</p> <table border="1"> <thead> <tr> <th>Purchase Order</th> <th>Doc Status</th> <th>PO Status</th> <th>Hold</th> <th>PO Date</th> <th>Last Activity</th> <th>Vendor ID</th> <th>Buyer</th> <th>Match Action</th> <th>Change Order</th> <th>Blanket PO</th> <th>Lines</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/></td><td>000000038</td><td>Compl</td><td>N</td><td>07/16/2010</td><td>03/29/2011</td><td>0000046348</td><td>Ramona A Flower</td><td>Standard</td><td></td><td></td><td></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>000000100</td><td>Compl</td><td>N</td><td>07/01/2010</td><td>03/29/2011</td><td>0000154693</td><td>KPO_CNV</td><td>Standard</td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000134</td><td>Dispatched</td><td>N</td><td>07/06/2010</td><td>08/05/2010</td><td>0000188374</td><td>KPO_CNV</td><td>Standard</td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000281</td><td>Dispatched</td><td>N</td><td>07/20/2010</td><td>01/03/2011</td><td>0000028093</td><td>Jennifer J Sauer</td><td>Standard</td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000305</td><td>Dispatched</td><td>N</td><td>07/22/2010</td><td>07/23/2010</td><td>0000049995</td><td>Ramona A Flower</td><td>Standard</td><td></td><td></td><td></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>000000341</td><td>Compl</td><td>N</td><td>07/27/2010</td><td>03/29/2011</td><td>0000047193</td><td>Jennifer J Sauer</td><td>Standard</td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000440</td><td>Dispatched</td><td>N</td><td>08/09/2010</td><td>09/23/2010</td><td>0000028093</td><td>Jennifer J Sauer</td><td>Standard</td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000467</td><td>Dispatched</td><td>N</td><td>08/10/2010</td><td>09/10/2010</td><td>0000009303</td><td>Jennifer J Sauer</td><td>Standard</td><td></td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>000000537</td><td>Dispatched</td><td>N</td><td>08/16/2010</td><td>10/21/2010</td><td>0000031151</td><td>Ramona A Flower</td><td>Standard</td><td></td><td></td><td></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>000000586</td><td>Compl</td><td>N</td><td>08/17/2010</td><td>03/29/2011</td><td>0000154693</td><td>Christopher D Howe</td><td>Standard</td><td></td><td></td><td></td></tr> </tbody> </table>	Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines	<input checked="" type="checkbox"/>	000000038	Compl	N	07/16/2010	03/29/2011	0000046348	Ramona A Flower	Standard				<input checked="" type="checkbox"/>	000000100	Compl	N	07/01/2010	03/29/2011	0000154693	KPO_CNV	Standard				<input type="checkbox"/>	000000134	Dispatched	N	07/06/2010	08/05/2010	0000188374	KPO_CNV	Standard				<input type="checkbox"/>	000000281	Dispatched	N	07/20/2010	01/03/2011	0000028093	Jennifer J Sauer	Standard				<input type="checkbox"/>	000000305	Dispatched	N	07/22/2010	07/23/2010	0000049995	Ramona A Flower	Standard				<input checked="" type="checkbox"/>	000000341	Compl	N	07/27/2010	03/29/2011	0000047193	Jennifer J Sauer	Standard				<input type="checkbox"/>	000000440	Dispatched	N	08/09/2010	09/23/2010	0000028093	Jennifer J Sauer	Standard				<input type="checkbox"/>	000000467	Dispatched	N	08/10/2010	09/10/2010	0000009303	Jennifer J Sauer	Standard				<input type="checkbox"/>	000000537	Dispatched	N	08/16/2010	10/21/2010	0000031151	Ramona A Flower	Standard				<input checked="" type="checkbox"/>	000000586	Compl	N	08/17/2010	03/29/2011	0000154693	Christopher D Howe	Standard			
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines																																																																																																																											
<input checked="" type="checkbox"/>	000000038	Compl	N	07/16/2010	03/29/2011	0000046348	Ramona A Flower	Standard																																																																																																																														
<input checked="" type="checkbox"/>	000000100	Compl	N	07/01/2010	03/29/2011	0000154693	KPO_CNV	Standard																																																																																																																														
<input type="checkbox"/>	000000134	Dispatched	N	07/06/2010	08/05/2010	0000188374	KPO_CNV	Standard																																																																																																																														
<input type="checkbox"/>	000000281	Dispatched	N	07/20/2010	01/03/2011	0000028093	Jennifer J Sauer	Standard																																																																																																																														
<input type="checkbox"/>	000000305	Dispatched	N	07/22/2010	07/23/2010	0000049995	Ramona A Flower	Standard																																																																																																																														
<input checked="" type="checkbox"/>	000000341	Compl	N	07/27/2010	03/29/2011	0000047193	Jennifer J Sauer	Standard																																																																																																																														
<input type="checkbox"/>	000000440	Dispatched	N	08/09/2010	09/23/2010	0000028093	Jennifer J Sauer	Standard																																																																																																																														
<input type="checkbox"/>	000000467	Dispatched	N	08/10/2010	09/10/2010	0000009303	Jennifer J Sauer	Standard																																																																																																																														
<input type="checkbox"/>	000000537	Dispatched	N	08/16/2010	10/21/2010	0000031151	Ramona A Flower	Standard																																																																																																																														
<input checked="" type="checkbox"/>	000000586	Compl	N	08/17/2010	03/29/2011	0000154693	Christopher D Howe	Standard																																																																																																																														

NOTE (5): The closed POs will now have a status of “Compl” (Complete). This process places the PO Budget Status in “Not Checked” status. Once the next Budget Check batch process runs, the encumbered funds will be released and the Budget Status will change to “Valid”.

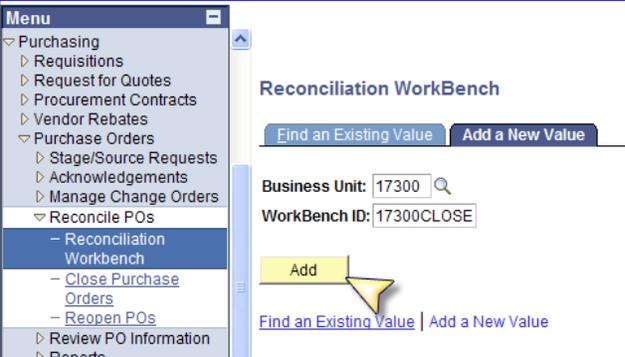
NOTE (6): If the PO is connected to a Project and the Project chartfields or chartfield combinations have been “Inactivated” the PO will not pass the Budget Check process and will not release encumbered funds.

NOTE (7): Users can validate success by running the PO Budgetary Activity report, navigation is: Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity.

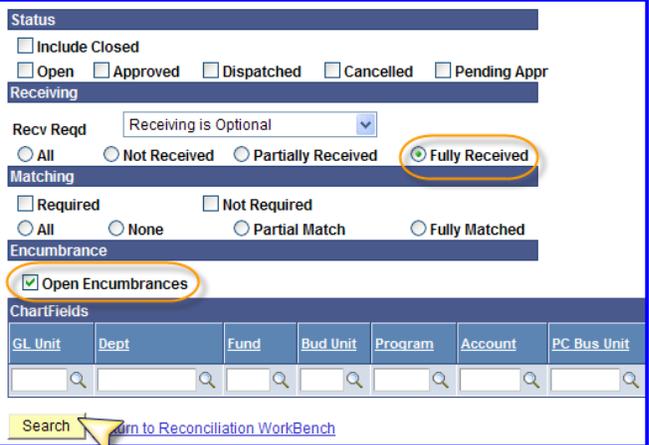
Manually Closing a single PO Line

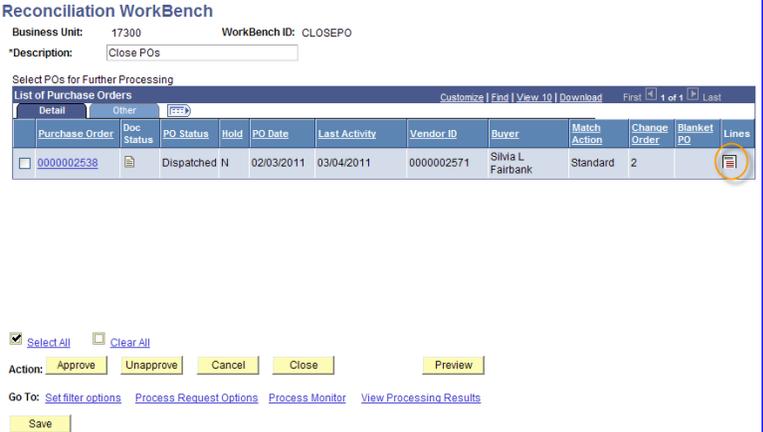
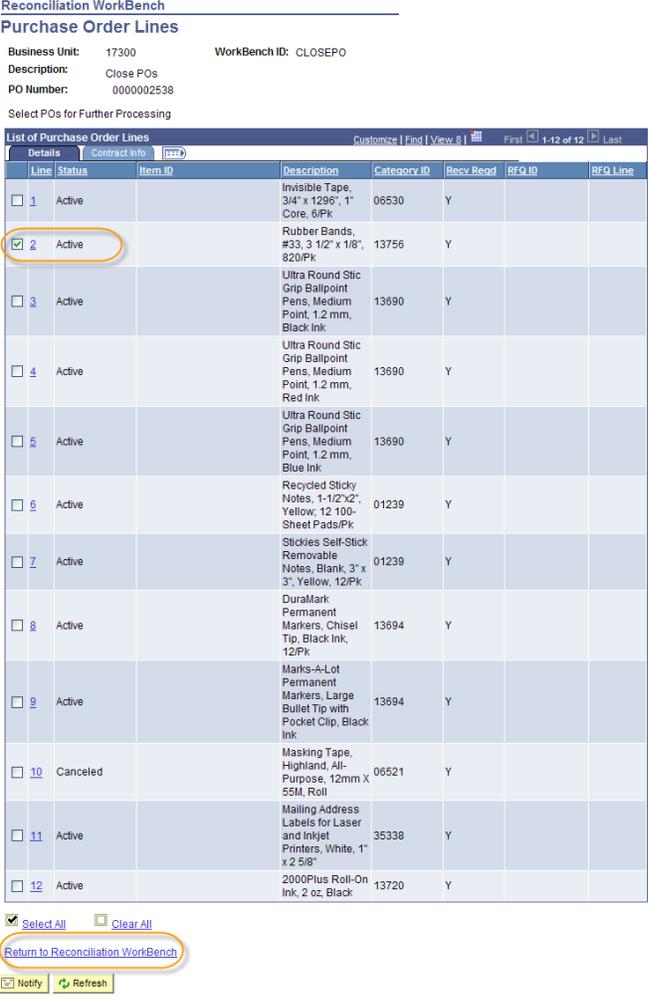
2.1 Navigation: Purchasing > Purchase Orders > Reconcile POs > Reconciliation Workbench

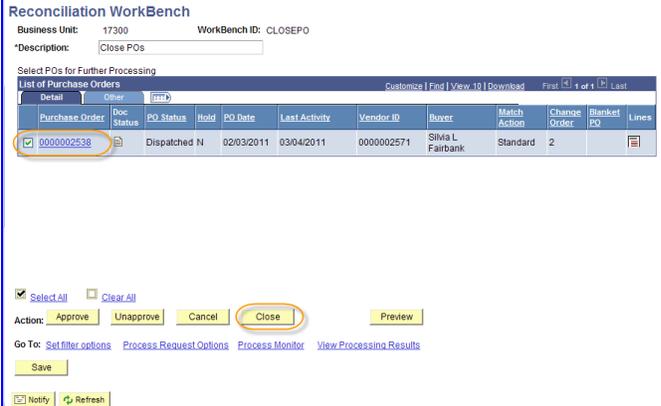
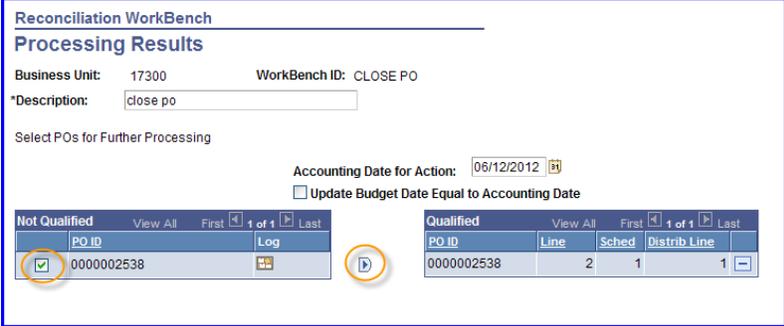
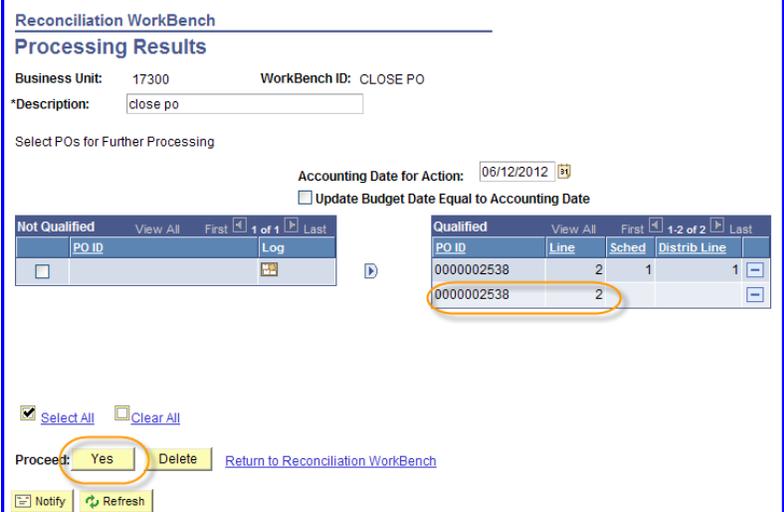
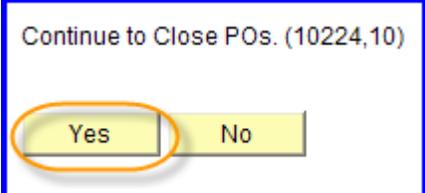
2.2 A Workbench ID will need to be created by selecting the “Add a New Value” tab, enter a Workbench ID and select the “Add” button:

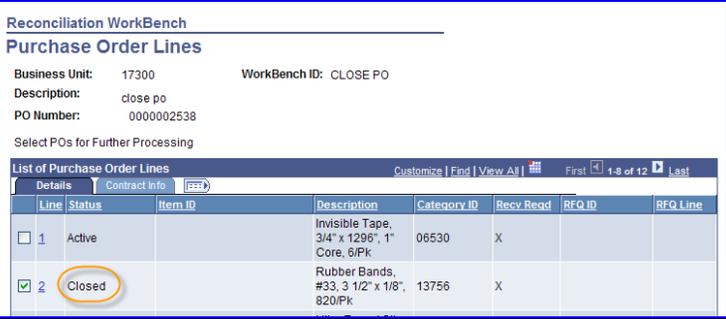


2.3 The ‘Filter Options’ page provides several methods to search for POs, such as range of PO ID numbers, Vendor ID, or Buyer. Searches may also be conducted based on PO status. For example users may want to select POs that have been ‘Fully Received’ and have



	<p>an 'Open Encumbrance', see below.</p>																																																																																																									
<p>2.4</p>	<p>From the search results page, select the "Lines" icon in the far right hand column for the desired PO:</p>	 <p>Reconciliation WorkBench Business Unit: 17300 WorkBench ID: CLOSEPO *Description: Close POs</p> <p>Select POs for Further Processing</p> <table border="1"> <thead> <tr> <th>Purchase Order</th> <th>Doc Status</th> <th>PO Status</th> <th>Hold</th> <th>PO Date</th> <th>Last Activity</th> <th>Vendor ID</th> <th>Buyer</th> <th>Match Action</th> <th>Change Order</th> <th>Blanket PO</th> <th>Lines</th> </tr> </thead> <tbody> <tr> <td>0000002538</td> <td></td> <td>Dispatched</td> <td>N</td> <td>02/03/2011</td> <td>03/04/2011</td> <td>0000002571</td> <td>Sinia L. Fairbank</td> <td>Standard</td> <td>2</td> <td></td> <td></td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All</p> <p>Action: Approve Unapprove Cancel Close Preview</p> <p>Go To: Set filter options Process Request Options Process Monitor View Processing Results</p> <p>Save</p>	Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines	0000002538		Dispatched	N	02/03/2011	03/04/2011	0000002571	Sinia L. Fairbank	Standard	2																																																																																		
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines																																																																																															
0000002538		Dispatched	N	02/03/2011	03/04/2011	0000002571	Sinia L. Fairbank	Standard	2																																																																																																	
<p>2.5</p>	<p>Select the PO line(s) to be closed and then select the "Return to Reconciliation WorkBench" link:</p>	 <p>Reconciliation WorkBench Purchase Order Lines Business Unit: 17300 WorkBench ID: CLOSEPO Description: Close POs PO Number: 0000002538</p> <p>Select POs for Further Processing</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Status</th> <th>Item ID</th> <th>Description</th> <th>Category ID</th> <th>Recv Read</th> <th>RFQ ID</th> <th>RFQ Line</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1</td> <td>Active</td> <td></td> <td>Invisible Tape, 3/4" x 1296", 1" Core, 6/PK</td> <td>06530</td> <td>Y</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> 2</td> <td>Active</td> <td></td> <td>Rubber Bands, #33, 3 1/2" x 18", 820/PK</td> <td>13756</td> <td>Y</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 3</td> <td>Active</td> <td></td> <td>Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Black Ink</td> <td>13690</td> <td>Y</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 4</td> <td>Active</td> <td></td> <td>Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Red Ink</td> <td>13690</td> <td>Y</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 5</td> <td>Active</td> <td></td> <td>Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Blue Ink</td> <td>13690</td> <td>Y</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 6</td> <td>Active</td> <td></td> <td>Recycled Sticky Notes, 1-1/2" x 2", Yellow, 12 100-Sheet Pads/Pk</td> <td>01239</td> <td>Y</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 7</td> <td>Active</td> <td></td> <td>Stickies Self-Stick Removable Notes, Blank, 3" x 3", Yellow, 12/Pk</td> <td>01239</td> <td>Y</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 8</td> <td>Active</td> <td></td> <td>DuraMark Permanent Markers, Chisel Tip, Black Ink, 12/Pk</td> <td>13694</td> <td>Y</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 9</td> <td>Active</td> <td></td> <td>Marks-A-Lot Permanent Markers, Large Bullet Tip with Pocket Clip, Black Ink</td> <td>13694</td> <td>Y</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 10</td> <td>Canceled</td> <td></td> <td>Masking Tape, Highland, All-Purpose, 12mm X 55M, Roll</td> <td>06521</td> <td>Y</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 11</td> <td>Active</td> <td></td> <td>Mailing Address Labels for Laser and Inkjet Printers, White, 1" x 2 5/8"</td> <td>35338</td> <td>Y</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 12</td> <td>Active</td> <td></td> <td>2000Plus Roll-On Ink, 2 oz, Black</td> <td>13720</td> <td>Y</td> <td></td> <td></td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All</p> <p>Return to Reconciliation WorkBench</p> <p><input type="checkbox"/> Notify <input type="button" value="Refresh"/></p>	Line	Status	Item ID	Description	Category ID	Recv Read	RFQ ID	RFQ Line	<input type="checkbox"/> 1	Active		Invisible Tape, 3/4" x 1296", 1" Core, 6/PK	06530	Y			<input checked="" type="checkbox"/> 2	Active		Rubber Bands, #33, 3 1/2" x 18", 820/PK	13756	Y			<input type="checkbox"/> 3	Active		Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Black Ink	13690	Y			<input type="checkbox"/> 4	Active		Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Red Ink	13690	Y			<input type="checkbox"/> 5	Active		Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Blue Ink	13690	Y			<input type="checkbox"/> 6	Active		Recycled Sticky Notes, 1-1/2" x 2", Yellow, 12 100-Sheet Pads/Pk	01239	Y			<input type="checkbox"/> 7	Active		Stickies Self-Stick Removable Notes, Blank, 3" x 3", Yellow, 12/Pk	01239	Y			<input type="checkbox"/> 8	Active		DuraMark Permanent Markers, Chisel Tip, Black Ink, 12/Pk	13694	Y			<input type="checkbox"/> 9	Active		Marks-A-Lot Permanent Markers, Large Bullet Tip with Pocket Clip, Black Ink	13694	Y			<input type="checkbox"/> 10	Canceled		Masking Tape, Highland, All-Purpose, 12mm X 55M, Roll	06521	Y			<input type="checkbox"/> 11	Active		Mailing Address Labels for Laser and Inkjet Printers, White, 1" x 2 5/8"	35338	Y			<input type="checkbox"/> 12	Active		2000Plus Roll-On Ink, 2 oz, Black	13720	Y		
Line	Status	Item ID	Description	Category ID	Recv Read	RFQ ID	RFQ Line																																																																																																			
<input type="checkbox"/> 1	Active		Invisible Tape, 3/4" x 1296", 1" Core, 6/PK	06530	Y																																																																																																					
<input checked="" type="checkbox"/> 2	Active		Rubber Bands, #33, 3 1/2" x 18", 820/PK	13756	Y																																																																																																					
<input type="checkbox"/> 3	Active		Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Black Ink	13690	Y																																																																																																					
<input type="checkbox"/> 4	Active		Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Red Ink	13690	Y																																																																																																					
<input type="checkbox"/> 5	Active		Ultra Round Stic Grip Ballpoint Pens, Medium Point, 1.2 mm, Blue Ink	13690	Y																																																																																																					
<input type="checkbox"/> 6	Active		Recycled Sticky Notes, 1-1/2" x 2", Yellow, 12 100-Sheet Pads/Pk	01239	Y																																																																																																					
<input type="checkbox"/> 7	Active		Stickies Self-Stick Removable Notes, Blank, 3" x 3", Yellow, 12/Pk	01239	Y																																																																																																					
<input type="checkbox"/> 8	Active		DuraMark Permanent Markers, Chisel Tip, Black Ink, 12/Pk	13694	Y																																																																																																					
<input type="checkbox"/> 9	Active		Marks-A-Lot Permanent Markers, Large Bullet Tip with Pocket Clip, Black Ink	13694	Y																																																																																																					
<input type="checkbox"/> 10	Canceled		Masking Tape, Highland, All-Purpose, 12mm X 55M, Roll	06521	Y																																																																																																					
<input type="checkbox"/> 11	Active		Mailing Address Labels for Laser and Inkjet Printers, White, 1" x 2 5/8"	35338	Y																																																																																																					
<input type="checkbox"/> 12	Active		2000Plus Roll-On Ink, 2 oz, Black	13720	Y																																																																																																					

2.6	Select the check box in front of the PO and then select the "Close" button:	 <p>Reconciliation WorkBench Business Unit: 17300 WorkBench ID: CLOSEPO *Description: Close POs</p> <p>Select POs for Further Processing</p> <table border="1"> <thead> <tr> <th>Purchase Order</th> <th>Doc Status</th> <th>PO Status</th> <th>Hold</th> <th>PO Date</th> <th>Last Activity</th> <th>Vendor ID</th> <th>Buyer</th> <th>Match Action</th> <th>Change Order</th> <th>Blanket PO</th> <th>Lines</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> 0000002538</td> <td></td> <td>Dispatched</td> <td>N</td> <td>02/03/2011</td> <td>03/04/2011</td> <td>0000002571</td> <td>Silvia L Fairbank</td> <td>Standard</td> <td>2</td> <td></td> <td></td> </tr> </tbody> </table> <p>Select All Clear All Action: Approve Unapprove Cancel Close Preview Go To: Set filter options Process Request Options Process Monitor View Processing Results Save Notify Refresh</p>	Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines	<input checked="" type="checkbox"/> 0000002538		Dispatched	N	02/03/2011	03/04/2011	0000002571	Silvia L Fairbank	Standard	2		
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines															
<input checked="" type="checkbox"/> 0000002538		Dispatched	N	02/03/2011	03/04/2011	0000002571	Silvia L Fairbank	Standard	2																	
2.7	Line 2 / Schedule 1 / Distribution Line 1 qualifies for closure. To close all of line two (2), select the check box in front of the PO ID and then select the arrow icon between the two tables:	 <p>Reconciliation WorkBench Business Unit: 17300 WorkBench ID: CLOSE PO *Description: close po</p> <p>Select POs for Further Processing</p> <p>Accounting Date for Action: 06/12/2012 <input type="checkbox"/> Update Budget Date Equal to Accounting Date</p> <table border="1"> <thead> <tr> <th>Not Qualified</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> PO ID 0000002538</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Qualified View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>PO ID</th> <th>Line</th> <th>Sched</th> <th>Distrib Line</th> </tr> </thead> <tbody> <tr> <td>0000002538</td> <td>2</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	Not Qualified	View All	First	1 of 1	Last	<input checked="" type="checkbox"/> PO ID 0000002538					PO ID	Line	Sched	Distrib Line	0000002538	2	1	1						
Not Qualified	View All	First	1 of 1	Last																						
<input checked="" type="checkbox"/> PO ID 0000002538																										
PO ID	Line	Sched	Distrib Line																							
0000002538	2	1	1																							
2.8	Now all of line two (2) is showing in the right hand table. Select the "Yes" button:	 <p>Reconciliation WorkBench Business Unit: 17300 WorkBench ID: CLOSE PO *Description: close po</p> <p>Select POs for Further Processing</p> <p>Accounting Date for Action: 06/12/2012 <input type="checkbox"/> Update Budget Date Equal to Accounting Date</p> <table border="1"> <thead> <tr> <th>Not Qualified</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> PO ID</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Qualified View All First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>PO ID</th> <th>Line</th> <th>Sched</th> <th>Distrib Line</th> </tr> </thead> <tbody> <tr> <td>0000002538</td> <td>2</td> <td>1</td> <td>1</td> </tr> <tr> <td>0000002538</td> <td>2</td> <td></td> <td></td> </tr> </tbody> </table> <p>Select All Clear All Proceed: Yes Delete Return to Reconciliation WorkBench Notify Refresh</p>	Not Qualified	View All	First	1 of 1	Last	<input type="checkbox"/> PO ID					PO ID	Line	Sched	Distrib Line	0000002538	2	1	1	0000002538	2				
Not Qualified	View All	First	1 of 1	Last																						
<input type="checkbox"/> PO ID																										
PO ID	Line	Sched	Distrib Line																							
0000002538	2	1	1																							
0000002538	2																									
2.9	Select "Yes" on the pop up box:	 <p>Continue to Close POs. (10224,10)</p> <p>Yes No</p>																								
2.10	This will process for several seconds, once it is finished processing it will take you back to the search results page. The PO Status will remain the same.	 <p>Reconciliation WorkBench Business Unit: 17300 WorkBench ID: CLOSEPO *Description: Close POs</p> <p>Select POs for Further Processing</p> <table border="1"> <thead> <tr> <th>Purchase Order</th> <th>Doc Status</th> <th>PO Status</th> <th>Hold</th> <th>PO Date</th> <th>Last Activity</th> <th>Vendor ID</th> <th>Buyer</th> <th>Match Action</th> <th>Change Order</th> <th>Blanket PO</th> <th>Lines</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> 0000002538</td> <td></td> <td>Dispatched</td> <td>N</td> <td>02/03/2011</td> <td>06/12/2012</td> <td>0000002571</td> <td>Silvia L Fairbank</td> <td>Standard</td> <td>2</td> <td></td> <td></td> </tr> </tbody> </table>	Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines	<input checked="" type="checkbox"/> 0000002538		Dispatched	N	02/03/2011	06/12/2012	0000002571	Silvia L Fairbank	Standard	2		
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines															
<input checked="" type="checkbox"/> 0000002538		Dispatched	N	02/03/2011	06/12/2012	0000002571	Silvia L Fairbank	Standard	2																	

	Select the "Lines" icon:																									
2.11	The status for line two (2) of this PO now shows as "Closed":	 <p>The screenshot shows the 'Reconciliation WorkBench' interface for 'Purchase Order Lines'. It displays a table with the following data:</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Status</th> <th>Item ID</th> <th>Description</th> <th>Category ID</th> <th>Recv. Reqd</th> <th>RFQ ID</th> <th>RFQ Line</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Active</td> <td></td> <td>Invisible Tape, 3/4" x 1296", 1" Core, 6/Pk</td> <td>06530</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Closed</td> <td></td> <td>Rubber Bands, #33, 3 1/2" x 1/8", 820/Pk</td> <td>13756</td> <td>X</td> <td></td> <td></td> </tr> </tbody> </table>	Line	Status	Item ID	Description	Category ID	Recv. Reqd	RFQ ID	RFQ Line	1	Active		Invisible Tape, 3/4" x 1296", 1" Core, 6/Pk	06530	X			2	Closed		Rubber Bands, #33, 3 1/2" x 1/8", 820/Pk	13756	X		
Line	Status	Item ID	Description	Category ID	Recv. Reqd	RFQ ID	RFQ Line																			
1	Active		Invisible Tape, 3/4" x 1296", 1" Core, 6/Pk	06530	X																					
2	Closed		Rubber Bands, #33, 3 1/2" x 1/8", 820/Pk	13756	X																					
	NOTE (8):	Wait until the hourly batch processes run before validating that the encumbrance has been released using the PO Budgetary Activity report, navigation is: Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity.																								